

PHILIP MORRIS INTERNATIONAL INC.

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Distribution

FROM: Bradley B. Brooks

SUBJECT: Records Management

DATE: October 9, 1990

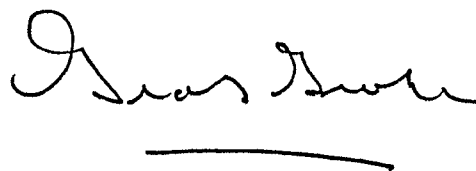
I am pleased to send with this Memorandum your copy of the video recording of the Records Management Presentation given on Wednesday, September 19, 1990 in the Management Presentation Room at 120 Park Avenue.

The video covers the entire presentation (the script of which has already been handed out to all attendees) as well as most of the questions and answers which followed at the end of the presentation.

As I mentioned in my Memorandum of October 3rd, I suggest you use the video recording as a ready reference to refresh your recollection of the presentation and as a teaching tool to members of your Department, including especially those assisting you in your task as Records Coordinator and for new Records Coordinators.

I trust you are making progress in implementing the Philip Morris International Records Management Program and I look forward to receiving from you the Sixty Day Implementation Report, which is due on Friday, November 30, 1990, and which reports on implementation progress made in your department or area.

I thank you for your cooperation in this important project.



cc: Messrs. A. G. Buzzi
D. S. Devitre

Enclosure

2500161699

Distribution:

Guillermo Arruza
Skip Bornhuetter
Joan Cameron-Brown
Clara Ciardullo
Nancy Clipper
Susan Cohen
Marianne Daggres
Savi Hakim
Marilyn Kennedy
Holly Lamb
Janet Magee
Joseph Manfredi
Phyllis McKesson
Cecilia McLaughlin
Paul Oesterman
Dan Richards
Patricia Tricorache

Latin America/Miami
Duty Free
Personnel/Latin America
ICS/Latin America
Personnel
Executive
Finance
Marketing Services
Personnel/Latin America
Executive
ICS
Treasury
PM Products/Richmond
Records Management
Customer Service
Planning
Corporate Affairs/LA

2500161700